

Kansas Division of Emergency Management Training

Register online at <https://ks.train.org> • Search for Course ID: 1059520

Homeland Security Exercise and Evaluation Program (HSEEP) Training Course

December 14-15, 2016 • 8am to 5pm each day

LOCATION TO BE CONFIRMED

The HSEEP Training Course incorporates exercise guidance and best practices from the HSEEP volumes. Throughout the course, participants will learn about exercise-related topics including program management, design and development, conduct, evaluation, and improvement planning.

This course is an interactive training that allows participants to share personal lessons learned and best practices while gaining practical experience. The course also provides overview of HSEEP-related initiatives such as technology capabilities-based planning. This blended approach gives participants hands-on experience that readily translates to real-world exercise skills. Activities include creating exercise documentation, conducting exercise planning conferences and briefings, and practicing exercise evaluation.

Course Objectives

- **Exercise Program Management**—Exercise program management fundamentals to provide the foundation necessary to develop and manage exercises according to HSEEP guidance
- **Foundation**—Build a foundation for an HSEEP exercise, including organizing the Exercise Planning Team, scheduling

planning conferences, and outlining a project management timeline

- **Design and Development**—Conceptual and logistical differences between the design and development phases of discussion-based and operations-based HSEEP exercises
- **Conduct**—Successfully execute discussion-based and operations-based HSEEP exercises
- **Evaluation**—Evaluate discussion-based and operations-based HSEEP exercises to identify areas of improvement
- **Improvement Planning**—Develop and implement improvement plans to increase preparedness

Prerequisites

Participants need a basic knowledge of exercise design and HSEEP terminology. **Required:** IS-120.a—*An Introduction to Exercises*. **Recommended:** IS-130—*Exercise Evaluation and Improvement Planning*; IS-139—*Exercise Design*; IS-700.a—*Introduction to NIMS*; and IS-800.b—*Introduction to NRF*.

All Independent Study courses are available free online at <http://training.fema.gov/IS/crslist.asp>

If you have specific questions about this training, please contact **Terri Ploger** at terri.d.ploger-mccool.nfg@mail.mil or (785) 274-1404.

The deadline to register is November 30, 2016. Participants that need to requested lodging arrangements must register before this date. Lodging available only for Kansas residents traveling 50 miles or more.

Visit our website for a full listing of courses available in Kansas <http://www.kansastag.gov/KDEM.asp?PageID=266>

Need help?

Isabel Herrera Schultes at maria.i.herrera13.nfg@mail.mil (785) 274-1412 OR KS-TRAIN Help Desk helpdesk@kdheks.gov (785) 296-5655

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KS-TRAIN FAQs

• **How do I sign up for a TRAIN user account?**

Log onto <https://ks.train.org>. Click on "Create an Account," which appears underneath the login on the left hand side of the screen. Review and accept the Terms and Conditions. Fill out all of the necessary information on the subsequent pages. (If you'd like, you can also fill in the optional information.) When you have finished, click "Continue" to enter the site.

• **How do I find courses to take?**

There are several ways to do this. If you have a Course ID Number: enter this number in the "Search by Course ID" box (the second pale-blue box below the Kansas Seal). If you don't know the Course ID number you can click the "Course Search" link at the top of the screen. From this page you can click "Browse" to view all course offerings in TRAIN, or you can use any of the tools in the "Search Options" list to help narrow your results.

• **I've registered for a course – where do I find confirmation of this?**

All of your course registrations can be found by clicking "My Learning" from the home page. This will include all in-progress courses. **With courses offered by Kansas Emergency Management; you can expect to receive an email confirmation from our office within 3 working days after you submit your registration for approval.**

• **I signed up for a "Live" course and can no longer attend. Who should I contact?**

You can withdraw yourself from any course by going to the Course Management page and clicking the "Withdraw" button. You can also contact Isabel Herrera Schultes at maria.i.herrera13.nfg@mail.mil or 785-274-1412 if you need help withdrawing.

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If you have a disability or need appropriate accommodations in order to fully participate in any training activity, please contact the State Training Officer, Erin McGinnis, at 785-274-1413, or erin.m.mcginis2.nfg@mail.mil to discuss your specific needs.